



**MATE**

MARINE  
ADVANCED  
TECHNOLOGY  
EDUCATION  
CENTER

# MATE Internship Paperwork Checklist

Congratulations! You have been selected to take part in the Marine Advanced Technology Education (MATE) Center's At-Sea Technical Internship Program. In order to prepare you for your internship, there are a few things that must be done. You must read and sign the following checklist before you leave for your internship. By signing this agreement, you are stating that you have read and understand all of the terms of your MATE Technical Internship. *Visit: [www.marinetech.org/education/internships/forms.php](http://www.marinetech.org/education/internships/forms.php) for copies of all forms for your internship.* When this checklist has been completed, your stipend will be processed. When you complete all of the items on this checklist and send them to MATE's internship coordinator you should receive a check within 4-5 weeks. Some documents may be sent electronically (indicated by \* next to the item) and others require hard copies (indicated by \*\* next to the item)—follow the instructions below carefully. If you do not finish all of the items on this checklist, including but not limited to finishing your internship, you will not receive your stipend or a passing grade in the CO-OP class.

## National Visiting Committee

Dr. Lynne Carter  
Co-Chair  
Adaptation Network

Mr. Jim McFarlane  
Co-Chair  
Sound Ocean Systems, Inc.

Ms. Lucy Casale  
MESA Community  
College Programs

Dr. Robert Ford  
Neo-Tech South Inc.

Elizabeth Corbin  
President, Marine Technology Society

Mr. Drew Michel  
ROV Technologies  
Chair, Marine Technology  
Society's ROV Committee

Mr. John Peterson  
Oceaneering International, Inc.

Dr. Don Walsh  
International Maritime Inc.

Honorary Member  
Dr. Sylvia Earle  
Deep Ocean Exploration  
and Research

## Before you leave:

- Specify from which **airport** you want to travel.
- Get **Passport** and **VISA** and any necessary **shots** (if necessary)
- Apply for a Transportation Worker Identification Credential (TWIC) Card (as soon as possible- MATE will reimburse you for the cost).
- Complete the online pre-internship quiz.
- Sign up for **Cooperative Work Experience (co-op)** either at Monterey Peninsula College (coop 91.25) or at your home institution.
- Contact your mentor and be sure you understand what your duties will be while acting as a MATE Intern.
- Complete as much of the **Internship Work Plan and Internship Agreement\*** forms as you can and submit them to the Internship Coordinator.
- Return a copy of **this signed form\*** to the Internship Coordinator.

## During Internship:

- Keep a **daily journal** of your activities (preferably electronic)
- Take **photos and videos** of yourself working.
- Complete your **Internship Work Plan** with your Supervisor.

- Sign your **Internship Agreement** AND have your Supervisor sign it.
- Post weekly **email updates** <http://www.marinetech.org/discussion/>, under the “Interns” discussion group. E-mail these updates weekly to the internship coordinator. If you do not have e-mail while at sea, send the Internship Coordinator an e-mail at the end of your internship will your weekly updates.
- Complete the internship and have fun!

### **When you return:**

- Turn in your **daily journal\*** to the Internship Coordinator.
- Complete the online **MATE Internship Evaluation** (the link can be found at [www.marinetech.org/education/internships/forms.php](http://www.marinetech.org/education/internships/forms.php))
- Turn in your **Internship Work Plan\*** to the Internship Coordinator.
- Turn in your **Internship Agreement\***, signed by you, your advisor, and your Supervisor to the Internship Coordinator.
- Write and submit a **2-3-page paper\***. This paper should be an overview of the internship including a brief description of the lab and/or ship where you worked, the length of your internship, and a description of your duties as an intern. Based on your work plan, which tasks did you complete? Which tasks did you not complete? What did you learn from each success or failure? Overall, was the internship a good experience?
- Fill out and return the **Reimbursement Request form\*\***. This is the form that paid interns submit to receive their stipend and any travel expenses that the MATE Center has pre-approved for reimbursement.
- Prepare and submit a **PowerPoint\*** on your internship experience (see the required forms page for the template). Students who are continuing at their college or university will be required to present about their experience to students at their university. The internship coordinator will help you to coordinate this.
- Submit copies of **photos** and videos taken at sea\* (upload your top 3-5 pictures and videos to [http://www.flickr.com/groups/mate\\_internships/](http://www.flickr.com/groups/mate_internships/)).
- Register on MATE’s alumni website at: [www.marinetech.org/alumni](http://www.marinetech.org/alumni).

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
Internship Coordinator Signature